



City of Santa Barbara

Community Development Department

Memorandum

DATE: February 27, 2004

TO: Steering Subcommittee

FROM: Heather Baker, AICP, Project Planner

SUBJECT: Preparation for Next Steering Subcommittee Meeting

Thank you for attending the first Steering Subcommittee Meeting. We have been anticipating it for some time, and are excited to embark on the NPO Update process together with all interested parties involved. A number of materials will be passed out today and this memo outlines how some of the items should be reviewed for the next Steering Subcommittee Meeting.

1. **Issue and Research Topic Lists.** Please review the issue and research topic lists included in the "Work Program Detail" handout (a more detailed version of the January 13th, 2004 City Council hearing CAR Work Program Attachment). Please consider which research topics and issues are most important for the organization you are representing to address through this NPO Update. A full discussion of this and prioritization of these topics will be agendized for the Second Steering Subcommittee meeting.
2. **Steering Subcommittee Organization.** How would the Steering Subcommittee most effectively function to effectively and efficiently complete work on the NPO Update and Single Family Design Guidelines? Two options for meeting procedures have been handed out:
 - **Simplified Version of Robert's Rules of Order Packet.** This packet includes a quick guide of a more formal system adapted from Robert's Rules of Order which the City Council, Planning Commission, Architectural Board of Review (ABR) and Historic Landmarks Commission (HLC) utilize.
 - **Consensus Building Process.** A second option is a less formal, potentially more expeditious "Interest Based" consensus building process. This option has been used effectively by other City groups and subcommittees as a tool to facilitate decision-making.

Please review both formats and the information provided. Jaime Limón, Senior Planner will present how both options can be utilized at the Second Steering Subcommittee meeting.

Staff recommends the Steering Subcommittee nominate and designate a Chair and Vice Chair at the second Steering Subcommittee meeting, and define the roles the Chairs should have. Some discussion regarding how the selected alternates to the Steering Subcommittee will participate is also needed.

3. **One Page Summary of Another Jurisdiction's Practices.** We have all heard of unique design regulation approaches used in other communities which might have promising applications in Santa Barbara. Staff is committed to researching a number of these other jurisdiction's techniques for inclusion in the upcoming series of Issue Papers. However, Staff would like to bring a collaborative opportunity to Steering Subcommittee members to participate in some of this research and ensure that any strong interest in a particular community's technique is highlighted. If you would like, please choose one of the techniques you have heard of being implemented in another jurisdiction and create a one to two page summary of the technique as follows:

- I. Brief description of the jurisdiction's design technique
- II. Brief description of an issue in Santa Barbara which the technique might effectively address
- III. Potential advantages of implementing the technique in Santa Barbara
- IV. Potential disadvantages of implementing the technique in Santa Barbara
- V. Conclusion (for example, how the technique from another jurisdiction might be adjusted to address local conditions in Santa Barbara)

Attach: A copy of the municipal code or guidelines used to implement the technique or an article about the technique.

If any Steering Subcommittee members are especially enthusiastic about this project and would like to submit multiple Jurisdiction Design Technique Summary Papers, they are welcome to do so. Also, Staff has compiled a binder of other jurisdiction information which Steering Subcommittee members are welcome to view. Staff will incorporate the information from the Steering Subcommittee members' summaries in the upcoming set of issue papers so the entire Subcommittee can review the information.